Apple-Works Forum

The Monthly Publication of **NAUG:** *The National AppleWorks Users Group*

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Support for AppleWorks and ///EZ Pieces Users

Letters to NAUG

Save Your UltraMacros Settings

Dear **NAUG**,

I use an UltraMacros-enhanced copy of Apple-Works 3.0 and have to reactivate the mouse each time I launch AppleWorks. How can I save my UltraMacros settings so the mouse automatically becomes active?

Robert Neel
San Luis Obispo, California

[Ed: Launch an UltraMacros-enhanced copy of AppleWorks and then follow these steps to make the mouse active upon bootup:

1. Issue an Apple-Escape to access the TimeOut Menu and select "Macro Options".

2. Select choice #8 ("Other Activities") from the Macro Options Menu and press the Return Key.

3. Select choice #4 ("Reactivate the mouse") from the Other Activities Menu and press the Return Key.

4. Press the Escape Key to indicate you are done setting the Other Activities settings.

5. UltraMacros will ask if you want to save the new settings to disk. Respond by selecting "Yes".

The mouse will now be active when you launch AppleWorks.]

Problems with RamFAST Cards

Dear **NAUG**,

I think my fellow **NAUG** members should know about the problems I experienced trying to use a RamFAST high speed SCSI interface card. Specifically, the card repeatedly damaged data stored on my new Q-Drive by copying segments of two files into the same block on the drive. These problems disappeared when I reformatted the drive and used my older (and slower) Apple SCSI card.

Although I miss the lightning fast speed of the RamFAST, I will never recover the hours I lost trying to identify the source of my problems and restore the data on the drive.

On the positive side, **NAUG** members looking for extra memory should contact Charlie's AppleSeeds (9081 Hadley Place, San Diego, California 93126). Chuck Newby sold me 70ns Goldstar chips at a good price and gave me excellent service. Quality Computers also gives me exceptional service on everything I buy. Finally, I also recommend **NAUG**'s Sider upgrade program from Omnishore *[Ed: See pages 27-28 of the August 1991 issue of the AppleWorks Forum.]*. Omnishore helped me determine the best upgrade path for my system and replaced my Sider drive with a new, improved 40 megabyte model at a reasonable price.

Pete Ross
Westland, Michigan

*[Ed: **NAUG** has received five letters from members who lost data using a RamFAST interface card. Although we applaud CV Technology's efforts to enhance the speed of the Apple II computer, we believe that data integrity and reliability are more important than speed of operation. Members who expect high reliability from their hard disk drive system should think carefully before buying a RamFAST.]*

The **National AppleWorks Users Group** (NAUG) is an association that supports AppleWorks users. **NAUG** provides technical support and information about Apple-Works and enhancements to that program. Our primary means of communicating with members is through the monthly newsletter entitled the **AppleWorks Forum**.

Letters to NAUG...

Transferring Numeric Data between Modules

Dear Cathleen,

I use AppleWorks 3.0 to maintain my data base of video tapes. Each month I print a tables format report to the clipboard and use the AppleWorks word processor module to add headings to the different sections of the report.

I identify each tape by a series of numeric codes separated by commas or dashes. However, Apple-Works eliminates the "punctuation" when I print to the clipboard and import the records into the word processor. (For example, "34,35" becomes "3435" and "34-36" becomes "3436".) AppleWorks replaces other strings of numbers with a series of pound signs ("####").

Is there any way to tell AppleWorks not to change the data in the report?

James Gibson
Indio, California

[Ed: Jim, I think the problem goes back to the instructions you gave when you designed the data base report format. Specifically, I think you issued an Apple-J command to tell AppleWorks to right justify the data in the "codes" category. Unfortunately, that command also tells AppleWorks to treat all numeric entries as numbers. Since Apple-Works doesn't expect to find hyphens and commas within numbers, it drops the "punctuation".

The pound signs in your report appear because the column is narrower than the number you want to print in that column. Although AppleWorks truncates text strings that are too long for a report, the program replaces numbers that are too large with pound signs.

I suggest that you get the offending report format on the screen, put the cursor in the codes column, and issue another Apple-J to turn off justification. AppleWorks will then treat all your entries as text strings and will not modify the data or substitute the pound signs.]

Is this a Test?

Dear **NAUG**,

The July 1991 issue of the *AppleWorks Forum* did not include the Electronic Index Disk update that I use to maintain my electronic index to all the articles in the newsletter. This is the second time **NAUG** didn't include the Electronic Index Disk update. Are you leaving out the index to see if we are paying attention?

Michael Cangi
Franklin, Massachusetts

[Ed: I wish everyone shared your sense of humor about our omission of the Electronic Index Disk update, Mike. We'll make certain we include the index in every future issue.

NAUG members can download the complete index from the Electronic Forum (NAUG's bulletin board service) or from the NAUG areas on CompuServe, GEnie, or America Online. You can also order the Electronic Index on either one 3.5-inch disk or two 5.25-inch disks from the NAUG Public Domain Library. The cost is $6 plus $2 s/h.]

Our Ten Favorite AppleWorks Tips

by Warren Williams and Cathleen Merritt

I f you stretch your imagination, you can find some commonality between paper clips and AppleWorks. Although both were developed to serve specific functions, both now serve purposes never imagined by their inventors. Like the long-forgotten inventor of the paper clip, the creator of AppleWorks left it for others to discover ways to use the flexibility of his program.

In the six years since its foundation, **NAUG** has published more than 1,000 articles filled with tips, work-arounds, and suggested applications for the program. Here are our favorites; some are documented in the AppleWorks manuals, others are not.

I. Develop and Use Templates

A template is an incomplete word processor document, data base, or spreadsheet that can serve as a model for your work. Templates provide a structure for a letter, report, spreadsheet, or other AppleWorks application.

To develop a word processor template, you prepare an incomplete document that you store in a file. For example, the template in *Figure 1* is the framework for a letter of complaint you could send to a mail order company. To complete the letter, you change the name of the file (so you don't overwrite the original template on the disk), replace the appropriate lines with the recipient's name and address, and enter the item description and date you placed your order. The caret mark (^) after the letterhead represents the use of AppleWorks 3.0's Print Date func-

Figure 1: Word Processor Template

```
                    James Doe
                123 Anywhere Street
                Somewhere, US 12345


^

[Recipient]
[Address]
[Address]
[City,State,Zip]

Dear Sir or Madam:

On [date] I placed a telephone order for [item] from your
catalog and charged the payment to my MasterCard. As of this
date, I have not received the item nor word of when it
should arrive.

Please notify me as to the status of this order.

Yours truly,

James Doe
```

tion; AppleWorks will replace the caret mark with the current date when you print the document.

Although word processor templates can ease your work, it is the spreadsheet environment that shows the true strength of templates. You can develop or buy generalizable templates for almost any application. You load the template on the AppleWorks desktop, change the file name, and enter your data. The formulas built into the template do all the work.

Figure 2 presents a small segment of the 1040Works tax templates on the AppleWorks screen. These are professionally developed tem-

Novice Notes...

Figure 2: 1040Works Template

```
File: MODULE.X.91          REVIEW/ADD/CHANGE          Escape: Main Menu
===================AI===================AM========AN=====
14|                 FORM 1040 SIDE 1 - REPORT, 1990
15|-------------------------------------------------------------------
16|                                        Single, Line 1
17|FILING STATUS              Married Filing Jointly, Line 2
18|(Check box on IRS form)  Married Filing Separately, Line 3
19|                              Head of Household, Line 4
20|                              Qualifying Widow(er), Line 5
21|-------------------------------------------------------------------
22|          7   Wages, salaries, tips, etc.................7.        0.00
23|INCOME    8a  Taxable interest income...................8a.       0.00
24|          8b  Tax-exempt interest income....8b.    0.00 XXXXXXXXXXXX
25|          9   Dividend income..........................9.        0.00
26|          10  Taxable refunds of state/local taxes......10.       0.00
27|          11  Alimony received.........................11.       0.00
28|          12  Business income or (loss) from Sched C....12.      0.00
29|          13  Capital gain or (loss) from Sched D.......13.      0.00
30|          14  Capital gain distrib not on Ln 13........14.       0.00
31|          15  Other gains or (losses)..................15.       0.00
-------------------------------------------------------------------
AN14:

Type entry or use Ö commands                           328K Avail.
```

plates that use AppleWorks' spreadsheet module to compute your Federal Income Tax liabilities and print the necessary tax forms.

You should try to think of template applications for every document or file you create.

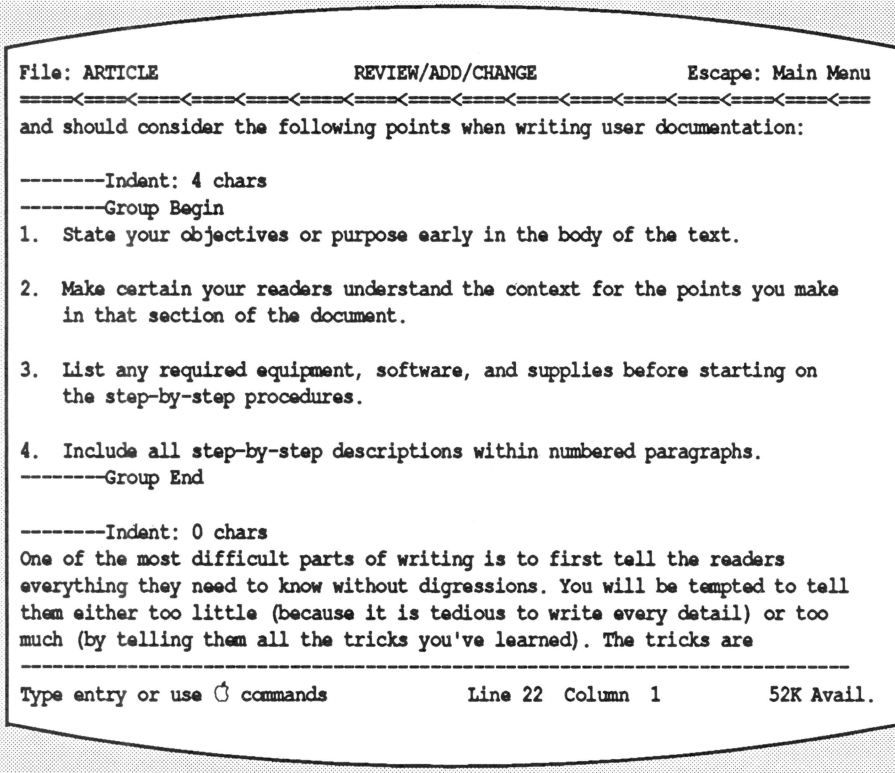## II. Install Multiple Printers in AppleWorks

AppleWorks lets you add up to three printers to its Printer Menu. Power users need that capability; they often have more than one printer connected to their Apple II system. However, most of us use one printer, and list only that printer on our Apple-Works Printer Menu.

We suggest that you tell AppleWorks that you have three printers, even if you have only one. By installing three different configurations of your printer in AppleWorks, you can store up to three different configurations for that printer. For example, you can define one printer as a "Single Sheet Printer". All you do is add the printer to the menu a second time, name it "Single Sheet" and change the "Stop at the end of each page" setting to "Yes". Then you can use either continuous feed or single sheets of paper without reconfiguring your system.

This technique adds significant flexibility to AppleWorks. For example, the AppleWorks 3.0 word processor can store up to six Special Codes for each printer. By adding additional printers to AppleWorks you can access up to eighteen codes instead of the original six.

III. Use the Cursor Movement Commands

We won't list the 100+ improvements Claris made to version 3.0 of AppleWorks, but we find that many users have not discovered the new cursor movement commands available in AppleWorks 3.0. *Figure 3* contains a list of those commands.

These commands make it easy to move the cursor to any position on the screen. We suggest that you experiment with the commands until they become second nature to you.

IV. Word Processor: Controlling Page Breaks

You are probably familiar with AppleWorks' New Page Command that lets you tell the program where to start a new page. The problem with New Page is that the command resides at a specific location in your file. Each time you add or delete text, you must remove and reinsert New Page Commands to control the pagination of the edited document.

Fortunately, there is a better way to control the page breaks in documents.

AppleWorks lets you define any block of text as a "group" that the program will not split between pages. If the entire block does not fit on the current page, AppleWorks skips to the top of the next page and prints the block together on that page.

You use the Group Begin and Group End Commands on the word processor Options Menu to define the "group" (or "block") of text. As you can see from the example in *Figure 4*, inserting a Group Begin Command at the beginning of a list and a Group End Command at the end of the list

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Figure 4: Using Group Begin/Group End

```
File: ARTICLE              REVIEW/ADD/CHANGE              Escape: Main Menu
====<===<===<===<===<===<===<===<===<===<===<===<===<===<===<===<===
and should consider the following points when writing user documentation:

--------Indent: 4 chars
--------Group Begin
1.  State your objectives or purpose early in the body of the text.

2.  Make certain your readers understand the context for the points you make
    in that section of the document.

3.  List any required equipment, software, and supplies before starting on
    the step-by-step procedures.

4.  Include all step-by-step descriptions within numbered paragraphs.
--------Group End

--------Indent: 0 chars
One of the most difficult parts of writing is to first tell the readers
everything they need to know without digressions. You will be tempted to tell
them either too little (because it is tedious to write every detail) or too
much (by telling them all the tricks you've learned). The tricks are
-------------------------------------------------------------------------
Type entry or use Ó commands        Line 22  Column 1          52K Avail.
```

insures that AppleWorks will not insert a page break in the middle of the list.

You will find many uses for the Group Begin/End Commands. For example, teachers can control the page breaks in tests by putting each test item within its own pair of Group Begin/End Commands. Writers can ensure that headings do not print by themselves at the bottom of a page by putting a Group Begin Command before each heading and a Group End Command at the end of the following paragraph.

V. Data Base: Create 30 Categories

AppleWorks' data base module lets you add and delete categories from a file whenever you want;

even after you enter data into the file. However, AppleWorks cannot redesign its custom screen layouts or report formats when you add or delete categories. Instead, the program loses those formats whenever you change the internal category structure of a file. Thus, there is good reason to avoid adding or deleting categories after you start working with a data base.

Although adding or deleting categories destroys your custom screens and printed reports, AppleWorks lets you change existing category names without penalty. Therefore, the trick is to create thirty categories in every data base file and never add or delete categories in that file.

You can assign any name you want to the extra categories and then use the Apple-N command to rename the categories when you need them. We name the extra categories "." so they do not take up much room on the AppleWorks screen.

Since you always want to maintain thirty categories, you should never delete a category from a file. Instead, use the Apple-N command to change an unwanted category name back to "." and remove all the data from that category.

The easiest way to remove the data is to show the category on the multiple record layout screen, blank the first record by entering an Apple-Y, and using Apple-" (see Tip VII below) to copy the blank data into all the records in the file.

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VI. Data Base: Customize the Single Record Layout

AppleWorks makes it easy to create a new data base: You simply enter the category names and start entering data. The program automatically creates the familiar "default" Insert Records and Single Record Layout screen that appears in *Figure 5*.

Although many users keep the default format, AppleWorks offers an Apple-L command that lets you customize the screen so it looks like the example in *Figure 6*.

The arrangement of the categories in *Figure 6* is more readable, lets you make longer entries in the address categories, and puts the extra categories at the bottom of the screen where they are less intrusive.

To customize the single record layout, get a record on the screen in Review/ Add/Change mode and issue an Apple-L. (AppleWorks "beeps" if you enter an Apple-L in Insert Records mode. Press the Escape Key and then issue an Apple-L if your computer beeps.) Then you can move the categories around the screen with the same keystrokes you use to develop a labels format report. Press the Escape Key when you are done and select "Left to right, top to bottom" as the desired direction for cursor movement.

Step-by-step directions for customizing the single record layout appear in the AppleWorks documentation and in the article entitled "How to Get Started with the Data Base Module" in the November 1989 issue of the *AppleWorks Forum*.

Figure 5: Insert Records Screen in Default Format

```
File: ADDRESSES              INSERT NEW RECORDS      Escape: Review/Add/Change



Record 13 of 57  (8 selected)
==============================================================================
FNAME: -                              .: -
LNAME: -                              .: -
ADDRESS1: -                           .: -
ADDRESS2: -                           .: -
CITY: -                               .: -
STATE: -                              .: -
ZIP: -                                .: -
PHONE1: -                             .: -
PHONE2: -                             .: -
.: -                                  .: -
.: -                                  .: -
.: -                                  .: -
.: -                                  .: -
.: -                                  .: -
.: -                                  .: -
------------------------------------------------------------------------------
Type entry or use Ú commands                                     134K Avail.
```


Figure 6: Customized Insert Records Screen

```
File: ADDRESSES              INSERT NEW RECORDS      Escape: Review/Add/Change



Record 13 of 57  (8 selected)
==============================================================================
FNAME: -                    LNAME: -

ADDRESS1: -

ADDRESS2: -

CITY: -                  STATE: -  ZIP: -


PHONE1: -                PHONE2: -


                                         .: - .: - .: - .: - .:
.: - .: - .: - .: - .: - .: - .: - .: - .: - .: - .: - .: - .: - .: - .:
------------------------------------------------------------------------------
Type entry or use Ú commands                                     127K Avail.
```

Novice Notes...

Figure 7: Labels Format Report with Category Names

```
File: PRESCRIPTIONS            REPORT FORMAT              Escape: Report Menu
Report: Bottle Label
Selection: All records



=================================================================
Patient                   Dr.: Gray
Date                      Prescrip. #
Brand Name                Size
Generic                   Qty: 30
Dosage
Warnings
Expiration Date: Jul  1 92      # of Refills: 1
Note
-----------------------Each record will print  8 lines-----------------------



------------------------------------------------------------------
Use options shown on Help Screen                        226K Avail.
```

VII. Data Base: Use Apple-V and Apple-"

AppleWorks offers two keystroke commands that make it easy to enter repetitive data into many records. The Apple-V command lets you create default entries that automatically appear in all new records. The Apple-" command copies data between existing records.

You use Apple-V when you can predict the entries in one or more categories for all new records you will add to your file. For example, a business that draws most of its customers from a single city can use the Apple-V command to enter the city and state as default entries for all new records.

You use Apple-" to add data to existing records. For example, to change the ZIP code for everyone who lives in a certain city or to put "USA" in all the records in a file.

Note that Apple-V and Apple-" serve different functions. Apple-V inserts data into new records; it does not affect existing records. Apple-" inserts data into existing records; it does not affect new records.

Step-by-step directions for using the Apple-V and Apple-" commands appear in the AppleWorks documentation.

VIII. Data Base: Print Category Names on Labels

The Apple-V command, which lets you insert default entries in new records, serves an unrelated but useful function when you prepare a labels format report. Specifically, Apple-V tells AppleWorks to print the category name *and* the data on each label.

To print the category name, get the labels format report on the screen, put the cursor on the first letter of the category name, and enter an Apple-V. AppleWorks will display the category name, a colon, and then sample data taken from the first record in the file.

Figure 7 demonstrates an application of Apple-V. This example shows a report that prints a label a druggist could put on a bottle that contains a prescription medicine. In this case, the druggist used Apple-V commands to tell AppleWorks to print the category names "Dr.", "Qty", "Expiration Date", and "# of Refills" on each label.

For more examples that use Apple-V in labels format reports, see the article entitled "Three Commands that Can Improve Your Labels" on page 29 of this issue of the *AppleWorks Forum*.

IX. Spreadsheet: How to Enter Long Formulas

AppleWorks' powerful spreadsheet module encourages users to develop increasingly complex spreadsheet templates and models. Many of these applications include formulas that use the branching and text-manipulating capability provided by AppleWorks' @LOOKUP, @IF, and @CHOOSE functions.

Unfortunately, these operations often involve lengthy formulas, and there is a limit to the length and complexity of the formulas you can enter into

Novice Notes...

AppleWorks. Here are two techniques you can use when you reach those limits:

1. AppleWorks inserts "Value: " or "Label: " in front of each entry when you enter a formula or label. As a result, the program will only accept up to 70 characters in a formula. Fortunately, AppleWorks lets you enter up to 77 characters when you edit the formula.

   Try typing a part of the formula and pressing the Return Key to enter the formula into the spreadsheet. (Your partial formula must be "legal", otherwise AppleWorks will beep and reject your entry.) Then issue an Apple-U command to bring the formula back onto the Edit Line and complete your entry.

2. Replace a series of arithmetic or logical operations in the formula by referring to a "working cell" that does those operations. For example, you can shorten the formula `@IF(@SUM(B1...B10)>100,"BUY","HOLD")` to `@IF(B11>100,"BUY","HOLD")` if you store the sum of B1 through B10 in B11. In this example, cell B11 serves as the "working cell" that stores the sum used in the longer @IF formula.

X. Use the Mail Merge Module to Fill in Forms

Ever wonder how to use your data base file to fill in pre-printed forms? The trick is to use AppleWorks' mail merge module. Follow these steps:

1. "Print" any subset of your data base file "To the clipboard (for mail merge)".

2. Use a ruler to determine the location of each blank on the pre-printed form. Define each location as the number of lines down the page and spaces from the left margin of the page.

3. Create a word processor template that uses a Left Margin Command to place the first category at the correct position on the line and tabs

Figure 8: Template for Printing on Forms

```
File: PERSONNEL                  REVIEW/ADD/CHANGE              Escape: Main Menu
=====<==================<=======<==============================
--------Left Margin 2.0
--------Tab Ruler
        ^<LNAME>^                              ^<FNAME>^       ^<MI>
--------Left Margin 1.0
^        ^<ADDRESS1>
^        ^<ADDRESS2>
--------Tab Ruler
^     ^<CITY> ^                        ^<STATE>^^<ZIP>
--------Tab Ruler
^                                      ^<PHONE1>
-----------------------------------------------------------------
Type entry or use ⌂ commands            Line 23  Column 1        48K Avail.
```

to position the remaining mail merge fields. The tabs insure that each field will print at the same location on every form.

Your completed template should look like the example in *Figure 8*.

Conclusion

We offer these tips and suggestions to the AppleWorks community with some trepidation. No doubt you have different, and perhaps more significant, favorites. So now it is your turn. Send your favorites to "My Favorite Tips", **NAUG**, Box 87453, Canton, Michigan 48187.

[Warren Williams is a Professor of Educational Technology at Eastern Michigan University and President of the National AppleWorks Users Group.]

[Cathleen Merritt is Director of the National AppleWorks Users Group and Editor of the Apple-Works Forum.]

Magic File Cabinet Expands AppleWorks' Data Base

by Leon H. Raesly

If you ever wanted to store unstructured notes, comments, or other long strings of characters in an AppleWorks data base file, you should know about Magic File Cabinet (MFC). MFC uses Time-Out UltraMacros to link a data base file with a word processor document. Then MFC accepts long strings of text in word processor "records" linked to the original data base file. This clever linkage of the AppleWorks data base and word processor modules accepts information that does not normally fit in a data base record.

It is difficult to over-state the possible uses for this product. For example, MFC lets you attach lengthy notes about telephone conversations to the name and address of the person you called. That same record can also include detailed directions to that person's house and the names of the other members of his or her family.

Business owners can use MFC to store descriptive information about clients, products, and inventories. Teachers can keep a directory of handouts and tests in a data base file and store the actual documents in linked word processor records. Seven sets of sample files on the MFC disks demonstrate different applications for this highly useful accessory.

How It Works

MFC links your existing or specially designed data base file with a word processor document with the same name prefixed by "W.". (For example, MFC links a data base file called "LEE.LIST" with a word processor file called "W.LEE.LIST".) You then use the special MFC commands to jump between the linked records in your data base and word processor files.

The new commands are easy to learn. For example, the <sa-F> (Find) and <sa-G> (Go Back) com-

mands jump between the data base and word processor records. MFC also offers an on-line help menu that reminds you of the keystroke options.

Getting started with MFC involves copying two task files into the subdirectory that contains your working copy of AppleWorks and launching one of those files. Then you can use the tutorial to learn how to design your data base files and how to use the commands MFC adds to AppleWorks.

Documentation and Ease of Use

The MFC package includes a Quick Start instruction sheet to help you get started and either a 5.25-inch or 3.5-inch disk which includes the MFC task files and seven sets of sample files. The disk also includes a 16-page tutorial, and an Ideas file that contains a four page list of ideas and suggested applications for MFC.

The comprehensive, well-written, and sometimes humorous tutorial walks you through the operations necessary to get comfortable with the package. Although the MFC commands are easy to learn and remember, beginners should spend 30-45 minutes doing the tutorial so they learn the concept behind the program and applications for its use.

Limitations

MFC is a stable product; it never locked up my computer, dropped my system into the monitor, or lost any data.

The program does impose two minor limitations. First, it limits you to 28 categories in a MFC data base because MFC reserves two categories to link your data base and word processor files.

Second, there is no direct way to print the associated data in the linked data base and word processor

Software Review...

A Different Technique

The Magic File Cabinet documentation suggests that you put MFC's two special data base categories ("REF#" and "*") at the end of the single record layout and at the beginning of the multiple record layout. That lets you enter data in new records without having to skip over the MFC-specific categories.

However, I prefer to keep the multiple record and single record categories in the same order, so I do not rearrange the categories in these layouts.

One of the advantages of MFC is the flexibility it gives you in deciding how to structure your files and manage your data; I suggest that you take advantage of that flexibility and customize the files to reflect your own style and preferences.

You'll Use It Often

If my experience is a guide, you will use Magic File Cabinet more often than you expect. I now design every data base file so it is compatible with MFC. Inevitably, I find myself using MFC to expand upon the data in the file.

Consider developing a data base template you can use to build MFC-compatible data base files. The template should contain 30 categories. Name the first and second categories "REF#" and "*" respectively; assign any name you like to the remaining categories in the template. Then use the template each time you need to design a new data base file.

records. You can use TimeOut ReportWriter to create reports or documents that link those records, however ReportWriter is only appropriate for more advanced AppleWorks users. The rest of us can overcome this limitation by printing directly from the AppleWorks word processor using the "Print from the cursor" and "Print this page" options. Alternatively, you can use AppleWorks' Apple-H command to print the contents of a data base record and the linked word processor data.

Conclusion

Magic File Cabinet uses TimeOut UltraMacros to overcome AppleWorks' inability to manage free flowing text in a data base record. It is an easy-to-use enhancement that adds important functionality

to AppleWorks. MFC's low $15 price makes it an exceptional value.

[Magic File Cabinet requires AppleWorks 3.0 enhanced with TimeOut UltraMacros 3.1 or later. MFC lists for $15 plus $2 s/h (Maryland residents add $.85 tax) from Magical Software, 8255 Canning Terrace, Greenbelt, Maryland 20770; (301) 345-3230. Until January 31, 1992 NAUG members can buy MFC directly from the developer for $10 plus $2 s/h. (Maryland residents add $.60 tax.) Identify yourself as a NAUG member and include your NAUG membership number when you order. Magical Software promises "satisfaction guaranteed or your money back".]

[Leon Raesly is a Licensed Clinical Social Worker and is Director of Mental Health Associates, a mental health agency that uses four Apple IIGS and several Apple IIc computers to manage all its business operations. Mr. Raesly is also a Director-at-Large of the Washington Apple Pi User Group.]

My Favorite Macro

Macros that Modify AppleWorks

by Barclay Clemesha

T he primary function of a macro program is to automate the execution of a sequence of keystrokes. However, it is UltraMacros' built-in programming language, not its ability to capture keystrokes, that gives the program much of its power. Of course, UltraMacros lets you write macro programs with integer arithmetic, conditional branching, and subroutines. The programming language also offers a <call> command that lets you call internal AppleWorks subroutines and a <poke> instruction that lets you store machine language routines in unused portions of memory.

This article describes how to use those capabilities to insert mousetext characters directly into word processor documents without using the normal AppleWorks input routines. You can also use these techniques to insert embedded print formatting commands (e.g., subscript, superscript, or special codes) without accessing Apple-Work's Options Menu.

Figure 1 contains examples of the output you can generate once you master the techniques described in this article.

These macros use <poke> statements to store a short machine language routine in a small area of memory. Although these memory locations are not used by AppleWorks, Ultra-Macros, or Outliner, they are widely known to AppleWorks developers and might be used by other AppleWorks enhancements. If AppleWorks crashes after you run these macros, you will have to do some detective work to determine the source of the conflict so you can choose between the macros in the article and the conflicting enhancement. Also check your typing; a typing error can poke incorrect data into memory and cause AppleWorks to crash.

The Word Processor Work Register

AppleWorks stores the current word processor line in a work register starting at memory location

$7BØØ. The first byte in that register, at $7BØØ, gives the offset of the first character on the screen. (That value is a zero unless you have non-standard margins or indent.) The byte at $7BØ1 gives the offset of the last character in the line. The actual data bytes for the line start at $7BØ2.

You might think that all you need do to modify the line is to poke the required character code into the appropriate memory position. For example, a macro containing the instruction <poke $7BØ2,193> should change the first character of the current line to an Open-Apple symbol. However, things are never quite as simple as they first appear.

Although AppleWorks stores the current line at $7BØØ, it keeps the same information in memory along with the rest of the document. AppleWorks uses the StoreLine subroutine that starts at address $6E1A to update the document in memory so it reflects the changes you make in the work register. Thus, you must force AppleWorks to execute the StoreLine routine after you change the contents of the work register so the program remembers your changes.

> " *These techniques let you print symbols not normally accessible within AppleWorks.*"

The Macros

AppleWorks provides a convenient "hook" (called "AfReadTest") at $1ØØC which normally sends AppleWorks off to the UltraMacros routines at $B8ØB (assuming UltraMacros is installed). The <ba-g> macro in *Figure 2* modifies the jump instruction in the AfReadTest routine so it branches to the StoreLine subroutine at $6E1A before jumping to UltraMacros at $B8ØB.

The pokes in the macro change the JMP $B8Ø8 instruction found at $1ØØC to a JMP $ØA5Ø and also poke in a routine at $ØA5Ø (where Apple-Works leaves 128 bytes of memory free). That rou-

Figure 1: Sample Outputs

```
With an Epson printer and the mouse macro you can make some
neat boxes....


                        ┌──────────────┐
                        │  Neat   Box  │
                        └──────────────┘


Or Fancy forms.....


    ┌────────────────┬──────────────────────────┬──────────────────┐
    │  Just the      │  Thing for making fancy   │     Forms        │
    ├────────────────┼──────────────────────────┼──────────────────┤
    │                │                           │ ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ │
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    │                │                           │                  │
    └                └                           └                  ┘


You can write some impressive looking equations....
```

$$\Theta_5 \approx 2\pi \int_{-\infty}^{+\infty} \Phi^2 \Sigma (\mu + \sigma)^2 d\Phi$$

```
Or write French with the proper accents.....

              Vive la différence!

All straight from AppleWorks, without SuperFonts.
```

Figure 2: Macros that Patch AfReadTest and Call StoreLine

```
<ba-g>:<asr :                              { Patch that calls StoreLine.             }
pokeword 264Ø,$ØØ8D : pokeword 2642,$8EØ8 : { Poke the machine language program at $A8Ø. }
pokeword 2644,$Ø8Ø1 : pokeword 2646,$Ø28C :
pokeword 2648,$AdØ8 : pokeword 2650,$ØA74 :
pokeword 2652,$ØAfØ : pokeword 2654,$ØØA6 :
pokeword 2656,$1A2Ø : pokeword 2658,$A56e :
pokeword 266Ø,$8DØØ : pokeword 2662,$ØA74 :
pokeword 2664,$ØØAD : pokeword 2666,$AEØ8 :
pokeword 2668,$Ø8Ø1 : pokeword 2670,$Ø2AC :
pokeword 2672,$4CØ8 : pokeword 2674,$B8ØB :
pokeword $1ØØC, $5Ø4C : poke $1ØØE, $ØA>!   { Change AfReadTest hook.                 }

<ba-ctrl-g>:<asr :                         { Restore normal AfReadTest.              }
pokeword $1ØØC, $ØB4C : poke $1ØØE, $B8>!
```

tine saves the microprocessor registers, stores a zero in variable x, and calls $6E1A. On returning from the StoreLine subroutine, the patch restores the microprocessor registers and jumps to Ultra-Macros at $B8Ø8.

Once you install this patch, AppleWorks transfers

Figure 3: Macros that Insert Mousetext Characters

```
<ba-?>:<asr :                                 { Insert any byte z in the work register.          }
ba-g : ctrl-A : left :                        { Poke the machine language program and fix the hook. }
x = peek #curhor + $7B02 - peek $7B00 :       { Store the location of the character under cursor into x. }
poke x, z : poke $A74, 1 :                     { Poke the code into the work register.             }
right : ba-ctrl-g>!                           { Restore the original hook.                        }

<sa-esc>:<awp :                               { Type mousetext in directly.                       }
key = key :                                   { Get the code from the next keystroke.             }
if key = 27 : stop : else :                   { Quit if user pressed Escape.                      }
z = k+128 : ba-? :                            { Add 128 and call ba-?.                            }
spc : del : rpt>!                             { Force screen update and repeat.                   }
```

everything you poke into the work register into the current desktop document as soon as it receives input from UltraMacros.

Note that the routine calls StoreLine only if it finds a non-zero value at $A74. Since the macro zeros this byte when it returns from the subroutine, you must poke a non-zero value into $A74 every time you want to store a character. That insures that you only call StoreLine when you need it.

Even with this precaution, it is wise to restore the normal branch instruction at $100C as soon as you finish inputting "illegal" characters; that is the function of macro <ba-ctrl-g>.

Insert Characters into the Work Register

To insert characters into AppleWorks, you need a macro which calls <ba-g>, pokes the required characters into the work register starting at $7B02, sends a <right> command to AppleWorks, and then calls <ba-ctrl-g>. (The <right> instruction forces AppleWorks to go through AfReadTest and thus jump to the correct subroutine.)

Figure 3 contains two macros that perform these functions.

The <sa-esc> macro in *Figure 3* stores a keystroke in z, adds 128 to the value of the keystroke, and calls <ba-?>. The <ba-?> subroutine calls <ba-g>, prints an Apple Token (Control-A), replaces it with the character having the ASCII value of z, moves the cursor one character to the right, calls <ba-ctrl-g>, and returns to <sa-esc> which loops back for more input. Note that the Control-A generates an Apple Token that appears as a caret on the screen and is identified as "Apple" when you put the cur-

sor on the caret. It is a convenient "do nothing" character.

As a result, everything you type after you press an <oa-esc> goes into the word processor with the high bit set. Thus, upper case letters and the characters "[" through "-" appear as mousetext, lower case letters are highlighted, and other characters appear as carets. You must press the Escape Key to return to normal typing.

If you use many macros, put the <asr> subroutine macros near the beginning of the table. Otherwise, you will experience a delay when you type mousetext.

Enhanced Printing

The techniques I described let you use mousetext to enhance your on-screen documentation with underlined titles, boxes, text dividers, and highlighted lower case letters. A variant of this approach lets you enhance your printouts.

For example, I use this technique to access the extended character set in my Epson printer. That lets me print mathematical symbols, Greek and accented letters, and boxes. Examples of the output appear in *Figure 1*. Most other printers support extended characters sets with similar features.

To access the extended character set you must send the printer interface an initialization string that lets it respond to codes with the high bit set. (The correct sequence is "ctrl-I H ctrl-I 0N" for my Epson interface card, but you will have to find the appropriate settings in the manual that came with your interface.) Unfortunately, some older parallel cards cannot send high bits to the printer; you will have

Figure 4: Embedded Print Command Codes

Function	Code
Boldface Begin	1
Boldface End	2
Superscript Begin	3
Superscript End	4
Subscript Begin	5
Subscript End	6
Underline Begin	7
Underline End	8
Print Page Number	9
Enter Keyboard	10
Sticky Space	11
Mail Merge	12
Print Date	14
Print Time	15
Special Code 1	16
Special Code 2	17
Special Code 3	18
Special Code 4	19
Special Code 5	20
Special Code 6	21
Tab Token	22
Nothing	23
Apple Token	24

Note: AppleWorks will lock up if you enter codes 25 through 31

Figure 5: Macro that Inserts Superscript Commands

```
<sa-up>:<awp:   { Define the macro.                        }
z = 3 : ba-? :  { Insert superscript begin.                }
z = 4 : ba-? :  { Insert superscript end.                  }
left>!          { Move cursor between the commands. }
```

to replace those cards to get the output that appears in *Figure 1*.

Quick Keys

You can also use this approach to create "quick keys" that enter embedded print commands with a single keystroke, much like the Control-L command turns underlining on and off from the keyboard. All you do is write a macro for each code that sets z equal to the appropriate value and then calls <ba-g>. *Figure 4* lists the codes AppleWorks uses for the embedded print commands.

The <sa-up> macro in *Figure 5* demonstrates an application of this technique. That macro inserts Superscript Begin and Superscript End Commands and puts the cursor between the commands ready to accept the superscripted characters.

Conclusion

The techniques described in this article let you display mousetext on the screen and print a wide variety of symbols not normally accessible within AppleWorks. These procedures also let you enter embedded print commands directly into a document.

With a little ingenuity, I believe you will think of other uses for these techniques.

[Barclay Clemesha is an atmospheric physicist with the Brazilian Space Research Institute. He writes Apple II software in his spare time.]

Corrections

August 1991, page 6, step #3B should read "Modify the tab ruler and set a left tab at the beginning of each column."

October 1991, page 27, Figure 1. The first line in the macro should read <ba-c> : <awp $Ø="Macro Options" :

SuperPatch Offers Exceptional DeskJet 500 Output

by Marty Knight

Rich Brossman concluded his August 1990 review of the Hewlett-Packard DeskJet printer by stating that the DeskJet offers laser quality output from AppleWorks at a reasonable price. That statement is even more valid today, thanks to SuperPatch 8.0, an easy-to-use, menu-driven program that automatically installs and deinstalls more than 300 patches that customize AppleWorks. *[Ed: See the article entitled "AW3 Companion and SuperPatch: Apple-Works a la Carte" in the February 1990 issue of the **AppleWorks Forum** for a comprehensive review of Super-Patch.]*

SuperPatch and the DeskJet 500

SuperPatch 8.0 includes patches that install two DeskJet 500 "drivers" in AppleWorks 3.0's SEG.ER file. You boot SuperPatch and go through the menu-driven operation to install these patches. Then you can use the drivers to generate attractive printed output in both portrait and landscape modes on the page.

Figure 1 presents a sample of the output produced by a SuperPatched copy of AppleWorks on a DeskJet 500 printer.

Total installation time is less than one minute. (Note that installing the Desk-Jet 500 drivers deletes all other printers from SEG.ER. Heed the warning in the manual and save a copy of your

---

Figure 1: Sample Output from a DeskJet 500

Courier 10 cpi justified

Fourscore and seven years ago our fathers brought forth on this continent a new national conceived in liberty and dedicated to the proposition that *all men are created equal.* Now we are engaged in a great civil war testing whether that nation, or any nation so conceived and so dedicated, can long endure.[1]

* * * * * * *

Letter Gothic 12 cpi justified

Fourscore and seven years ago our fathers brought forth on this continent a new national conceived in liberty and dedicated to the proposition that *all men are created equal.* Now we are engaged in a great civil war testing whether that nation, or any nation so conceived and so dedicated, can long endure.[1]

* * * * * * *

Letter Gothic 24 cpi justified

Fourscore and seven years ago our fathers brought forth on this continent a new national conceived in liberty and dedicated to the proposition that *all men are created equal.* Now we are engaged in a great civil war testing whether that nation, or any nation so conceived and so dedicated, can long endure.[1]

* * * * * * *

CG Times proportional 12 point

Fourscore and seven years ago our fathers brought forth on this continent a new national conceived in liberty and dedicated to the proposition that *all men are created equal.* Now we are engaged in a great civil war testing whether that nation, or any nation so conceived and so dedicated, can long endure.[1]

Software Review...

SEG.ER file if you installed a custom printer into AppleWorks.)

Features

The DeskJet portrait driver supports most of the features available for the ROM based fonts built into the DeskJet 500, including CG Times proportional (6 and 12 points); Courier 5, 10, 16.67, and 20 cpi (6 and 12 points); Letter Gothic 12 and 24 cpi (6 and 12 points); italics; underline and double underline; boldface, superscript, and subscript.

The DeskJet offers fewer features in landscape mode. The SuperPatch landscape driver supports Courier 10, 16.67, and 20 cpi (6, 12, and 24 points); italics; double high; boldface, superscript, and subscript.

You invoke most of these features (e.g., boldface, superscript, and subscript) by using the commands built into the AppleWorks Options Menu. Other features (e.g., italics and double underline) are available through the Special Codes that Super-Patch automatically installs in SEG.ER. You can even combine commands to get special effects. For example, you can produce half-height superscripts by invoking the codes for six point output and for superscript.

The SuperPatch disk includes sample files that demonstrate how to use the printing features the patches install into AppleWorks.

Support for Proportional Fonts

As you can see from *Figure 1*, a SuperPatched copy of AppleWorks produces excellent proportionally spaced output from the DeskJet 500. However, you must live with two limitations. First, AppleWorks often does not handle page breaks correctly if the break occurs within a proportionally spaced paragraph that contains a Tab Command. *[Ed: This is a problem with AppleWorks 3.0 and occurs with most printers that offer proportional output.]*

Second, although a SuperPatched copy of Apple-Works accepts commands to print fully justified documents in a proportional font, your printouts will have a ragged right margin and uneven spacing between words. This is because the DeskJet does not support the commands necessary to dis-

tribute the extra space evenly between words. *[Ed: See John Link's description of "fractional justification" in his article entitled "Understanding SEG.PR and SEG.ER" in last month's issue of the AppleWorks Forum.]*

Conclusion

In conclusion, the SuperPatch DeskJet drivers are excellent. They let DeskJet 500 owners access almost all the DeskJet features from within Apple-Works and generate laser-quality output at a fraction of the price of a laser printer.

[SuperPatch 8.0 normally costs $34.95 from Quality Computers, 20200 E. Nine Mile Road, Box 665, St. Clair Shores, Michigan 48080; (800) 443-6697. Until January 1, 1992 NAUG members can buy SuperPatch 8.0 directly from Quality for $19.95. Identify yourself as a NAUG member when you place your order. Registered owners of earlier versions of SuperPatch can upgrade to version 8.0 for $12. The upgrade includes a new manual.

Note that SuperPatch offers drivers for both Desk-Jet 500 and older DeskJet printers, however the original DeskJets do not offer built-in proportional fonts.]

[As this issue went to press, Hewlett-Packard lowered the list price of the DeskJet 500 from $729 to $599. DeskJet printers are available at significant discounts; make certain that you dealer determines your cost based on the new, lower retail price.]

[Marty Knight teaches Computer Education at Woodrow Wilson Middle School in Middleton, Connecticut. Mr. Knight is the Apple II Productivity Forum leader on American Online.]

Current Version Numbers for Vitesse and Seven Hills Software

by Bruce Shanker

Vitesse

Vitesse markets a complete line of Apple II utilities including Bakkup (formerly "Guardian", a hard disk backup utility), Deliverance (a file and disk recovery system), Exorciser (a virus checker), Renaissance (a disk optimizer), Wings (a program launcher and set of utilities), Quickie (a hand-held scanner and associated software), and Harmonie (a collection of printer drivers for 16-bit programs including AppleWorks GS).

Figure 1 presents update information about each Vitesse program. Send Vitesse (a) your original disk, or (b) proof of purchase and an additional $1 with each update request.

Seven Hills Software

Seven Hills Software markets GraphicWriter III (a full-featured word processor), Font Factory GS (a GS font editor that also converts Print Shop, Printrix, BeagleWrite IIe (MultiScribe), Publish It!, and Macintosh fonts to GS fonts), Disk Access (a New Desk Accessory that offers file management utilities that work with AppleWorks GS and other 16-bit programs), SuperConvert (that converts graphic images into GS-compatible graphics), and Formulate (which makes it easy to use mathematical symbols in documents).

Figure 2 lists the current version number for each Seven Hills package and the cost of updates.

[Vitesse Inc., Box 929, LaPuente, California 91747; (818) 813-1270. Seven Hills Software, 2310 Oxford Road, Tallahassee, Florida 32304; (904) 575-0566.]

[Bruce Shanker is a mathematics teacher at Kensington High School in Philadelphia (Pennsylvania). He is one of **NAUG**'s Beagle Buddies and is **NAUG**'s Vitesse Ambassador, Timeworks Ambassador, and Seven Hills Partner.]

Figure 1: Vitesse Update Information

Program	Current Version	Update Information
Bakkup	1.04	1.0 to current version – No charge 1.01-1.03 to current version – $3
Deliverance	1.1	1.0 to current version – $8
Exorciser	1.02*	$8 (includes update to Users Guide)
Renaissance	1.04	$3
Wings	1.04	$3
Quickie	2.03	1.0-1.02 to current version – $8 2.0-2.02 to current version – $3
Harmonie	2.0	No charge

*Includes a faster Help routine; otherwise unchanged from version 1.01B.

Figure 2: Seven Hills Update Information

Program	Current Version	Update Information
SuperConvert	3.01*	$3 Registered SHRConvert owners: $20
Independence	1.0	Original version; no updates
GraphicWriter III	1.1	$3.50
Disk Access	1.0	Original version; no updates.
Font Factory GS	2.0	$16
Formulate	1.0	Original version; no updates.

*Insignificant upgrade from version 3.0.

AppleWorks Products Available from NAUG

Books

The AppleWorks Handbook—Volume One: Contains more than fifty articles that answer the most frequently asked questions and solve common AppleWorks problems. Topics include Word Processor Tips, Data Base Tips, Spreadsheet Tips, Disk and Space Management, "Printer Primer", and Ways to Use AppleWorks. Includes a foreword by Robert Lissner, the author of AppleWorks. 214 pages; $16.95 plus $2 s/h. (Members: $14.95 plus $2.50 s/h.)

The AppleWorks Handbook—Volume Two: The authoritative "How To" guide for AppleWorks. The handbook includes 200 two- to five-page tutorials that illustrate the step-by-step procedures required for dozens of AppleWorks applications. Each article is important, concise, and well written. No other book so effectively describes the full range of AppleWorks functions and applications. 500 pages; $27.95 plus $3 s/h. (Members: $25.95 plus $3.50 s/h.)

The UltraMacros Primer: Teaches you everything you need to know to use TimeOut UltraMacros. This 259 page manual is suitable for beginners and advanced users; it contains step-by-step instructions and dozens of useful sample macros. The UltraMacros Primer describes applications for both AppleWorks 2.x and 3.0, and includes a summary of the commands available for AppleWorks 3.0. 259 pages; $19.95 plus $3 s/h. (Members: $17.95 plus $3.50 s/h.)

How to Get Started with the Spreadsheet Module: Thirteen lessons that teach you how to design and use spreadsheets. This booklet also serves as an excellent tutorial for a 1-3 week classroom unit on the AppleWorks spreadsheet module. 64 pages, 3-hole punched. $7.50 plus $1.75 s/h. (Contact **NAUG** for significant discounts on multiple copies.)

How to Get Started with the Data Base Module: Four easy-to-read lessons that describe how to create and manage AppleWorks data base files, how to create and print reports, and how to generate labels. An excellent instructional resource to help learn or teach the AppleWorks data base module. 24 pages, 3-hole punched. $5.00 plus $1.50 s/h. (Contact **NAUG** for significant discounts on multiple copies.)

Other NAUG Products

AW Wall Chart: A two-color, poster-size chart with the control codes necessary to get more than 100 different printers to work with AppleWorks. **NAUG**'s Wall Chart is an important resource for teachers and computer laboratory coordinators. $7.95, including postage. (Members: $6.95)

AppleWorks Command Cards: These two-color 6" x 8" cards on heavy stock summarize all the AppleWorks commands. Use these reference cards with all your AppleWorks classes. Package of 20. $5.95, including postage.

Electronic Index Disk: An electronic index of all the articles ever printed in the *AppleWorks Forum*. You can search for a title, an author, or a topic. It is easy to use, easy to update, and includes references to articles in the AppleWorks Handbooks. Specify 3.5" or 5.25". $6.00 plus $2 s/h.

Public Domain Catalog: This 44-page catalog describes the valuable templates, enhancements, and utility programs in **NAUG**'s Public Domain Library. Includes a $2 rebate certificate valid on your first order. $5.00, including postage.

Tapes

These audio tapes describe more than 100 useful AppleWorks techniques and applications. The tapes are unique because they are directed to users who are already familiar with AppleWorks. According to inCider magazine, "Dr. Williams' easy, relaxed style on this audio tape makes it simple for you to learn as you sit at the keyboard or even as you drive to work." Each tape costs $9.95 plus $2 s/h per order. (Members: $8.95). The complete set of five tapes costs $45 (Members: $40) plus $2 s/h.

Word Processor: Tips and Techniques (60 minutes)

Word Processor: More Ideas and Techniques (60 minutes)

Data Base: Tips and Techniques (60 minutes)

Spreadsheet: Tips and Techniques (60 minutes)

How to Use the Features of AppleWorks 3.0 (90 minutes)

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AppleWorks Products Available from NAUG

The Apple II Hard Disk Primer

The **Apple II Hard Disk Primer** tells you everything you need to know to use a hard disk drive with your Apple II computer. The Primer teaches you how to select, install, configure, and use a hard disk system with AppleWorks, AppleWorks GS, desktop publishing programs, and all other popular Apple II applications. The author describes the necessary procedures in a step-by-step fashion that is easy to read and understand.
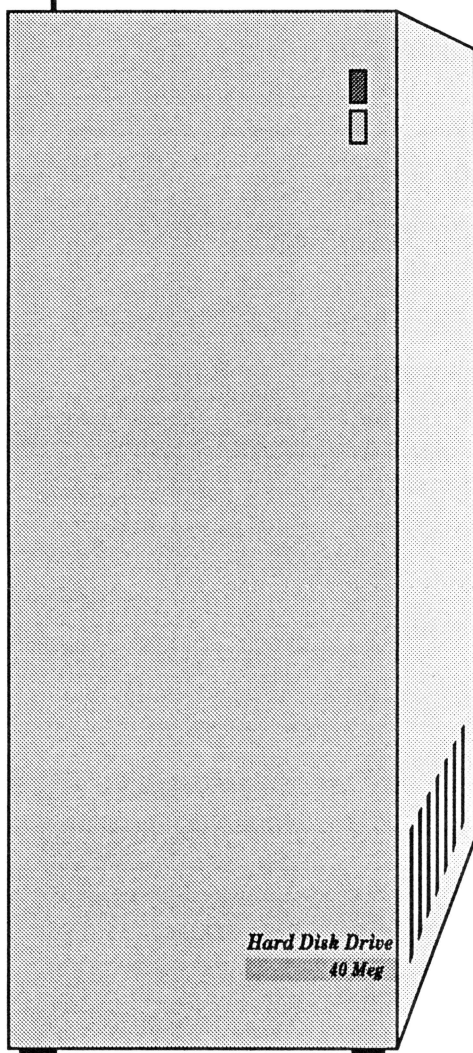
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- ♦ How to connect a hard disk to your computer.
- ♦ How to configure your computer for a hard disk.
- ♦ How to install an operating system.
- ♦ How to organize the files on your drive.
- ♦ How to use hard disk management software.
- ♦ How to install AppleWorks and AppleWorks enhancements on a hard disk.
- ♦ How to install AppleWorks GS and other 16-bit programs.
- ♦ How to back up and optimize your disk.
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The Apple II Hard Disk Primer

By Gary Morrison

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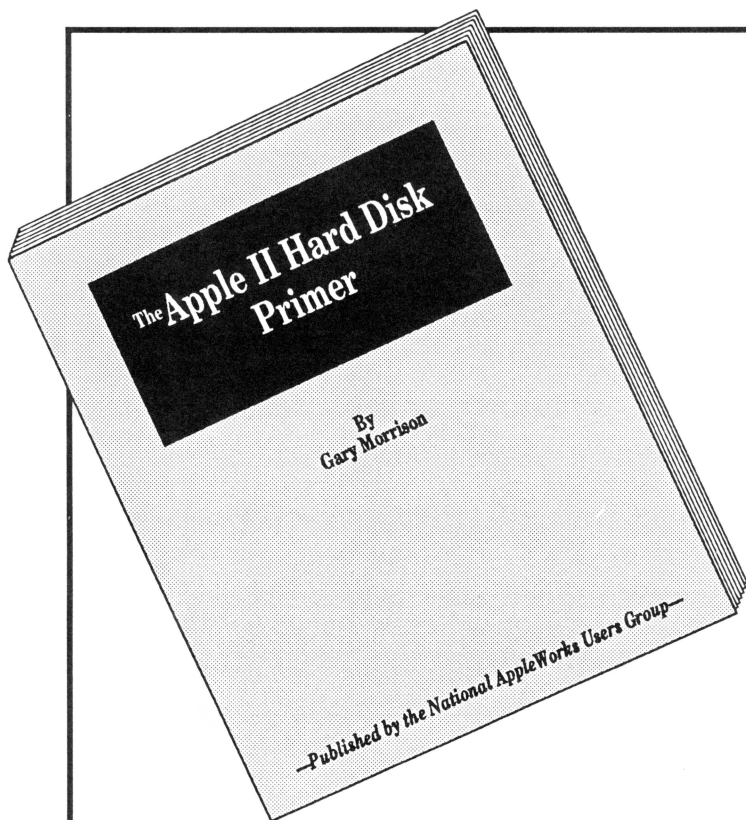
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>
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A Medical Insurance and Tax Tracking Template

by Stan Hecker

Health insurance can be a mixed blessing. Although it is a source of comfort, keeping track of who has been paid for what service and by whom is a challenge that can lead us to envy our global neighbors who embrace national health-care plans.

This month's template is an AppleWorks spreadsheet developed by William Richards of Bowie, Maryland. Mr. Richards' template accurately tracks medical bills and payments, tracks the tax implications of those payments, and even tracks the tax-deductible driving expenses you incur while getting medical care.

Assumptions

The Medical Insurance Template makes the following assumptions:

1. The "primary insurer" covers a portion of each bill. This could be an employer, the employer's insurer, Medicare, or another government program.

    The primary insurer can either pay the provider of medical care directly or reimburse the family for payments they make.

2. The "secondary insurer" provides supplemental coverage for all or a portion of the expenses not covered by the primary insurer. This can be a "Major Medical" policy paid by an employer (which usually includes a deductible) or a Medicare supplemental policy purchased by the family.

    The secondary insurer pays only the family; it reimburses the family for payments made to providers.

3. The provider will receive payment from either the primary insurer, the family, or both, but never from the secondary insurer.

The Template

Figure 1 presents the template you will develop. *Figure 1* also includes data from an imaginary couple's medical care and payments as of mid-May 1991.

Rows 4-9 show reimbursements received in 1991 for services provided in 1990. John and Jane paid these bills and claimed their payments as medical deductions against their 1990 income tax. Now they must show those reimbursements as "Other Income" in 1991. The total amount appears in cell AH11.

Rows 10-14 track medical expenses incurred in 1990 that are not paid until 1991.

The data in rows 7 and 13 indicate that John and Jane paid 50% of the cost of John's earache treatment in 1990. They correctly deducted this payment and their mileage from their 1990 taxes. However, the final payment, and all the insurance reimbursement, occurred in 1991. Consequently, the entry apportions the insurance payment between the proper 1990 and 1991 tax deductions.

Start with a Vertical Line

The template in *Figure 1* is for the 1991 tax year. We will develop a template for 1992 but will enter our 1991 end-of-year medical expenses that will have an impact on our 1992 taxes.

Start by creating a separate spreadsheet called "LINE" that contains a vertical line. *[Ed: See the article entitled "How to Add Vertical Lines to a Spreadsheet" in the July 1990 issue of the Apple-Works Forum.]* Set the column width to one charac-

Figure 1: Insurance Tracker

```
File:  INSUR.91
===============A============B=====C====D=E==F==G====H===I===J====K=====L=====M==N===O=P==Q=====R====S
1|                        |Service Date |  | Med Travel |  Amount |Pri Clm Sbmtd| Pri Ins | Date |Sec Clm Sbmtd|
2|          Provider      |  From   To  |For| Miles Pkg |  Billed | By      Date |  Paid   | Dpst | By      Date |
3|----------------------------------------------------------------------------------------------------------------
4|REPAYMENT OF 1990 DEDUCTIONS |         |   |            |         |             |         |      |             |
5|                        |             |   |            |         |             |         |      |             |
6|Metro Clinic (Cut Finger) |12/10      |John|           |         |Self 12/11/90|  38.70|Jan 10|Self 01/14/91|
7|Family Doctor (Earache) |12/30        |John|           |         |Self 01/02/91|  30.00|Jan 23|Self 01/26/91|
8|Prescription Medicine   |01/03 - 12/29|Jane|           |         |Self 05/28/91|       |      |             |
9|Prescription Medicine   |01/03 - 12/29|John|           |         |Self 05/29/91|  15.49|Jun 24|Self 06/25/91|
10|---------------------------------------------------------------------------------------------|      |      |
11|PAYMENTS FOR MEDICAL SERVICES RECEIVED IN 1990  |      |         |             |             |      |      |
12|                                                                    ---------------------------
13|Family Doctor (Earache) |12/30        |John|Balance--->     45.00|Self 01/02/91|  30.00|Jan 23|Self 01/26/91|
14|----------------------------------------------------------------------------------------------------------------
15|PAYMENTS FOR MEDICAL SERVICES RECEIVED IN 1991  |      |         |             |             |      |      |
16|                        |             |   |            |         |             |         |      |             |
17|Family Doctor (Sore Throat) |01/11    |Jane|  3.3      |   65.00|Self 01/12/91|W/I Deduct| N/A  |Self 02/22/91|
18|Family Doctor (Joint Pain) |01/17     |Jane|  3.3      |   82.00|Self 01/18/91|  52.58|Feb 08|Self 02/08/91|
19|Metro Radiology (X-rays) |01/17       |Jane|N/A        |  180.00|Self 01/31/91| 135.00|Mar 11|Self 03/12/91|
20|Specialist (Heart Prob.) |02/06       |John| 59.0  1.75|  231.00|Prov         |  98.25|ToProv|Self 03/01/91|
21|Dentist (Exam & Cleaning) |02/08      |John|  7.2      |   90.00| (Uninsured) |       |      |             |
22|Family Doctor (Joint Pain) |03/01     |Jane|  3.3      |   82.00|Prov         |  60.00|ToProv|Self 03/01/91|
23|Therapist (Joint Pain)  |03/03        |Jane|  5.5      |  120.00|Prov         |       |      |             |
24|Family Doctor (Exam & Pap) |04/10     |Jane|  3.3      |  103.00|Self 04/19/91|  75.00|May 10|Self 05/10/91|
25|Metro Radiology (Mammogram) |04/23    |Jane|  3.3      |   90.00|Prov         |  60.00|ToProv|Self 06/01/91|
26|Metro Clinic (Brkn Finger) |05/01     |John|  4.6      |  138.00|Self 05/16/91|       |      |             |
27|Hosp Emerg Rm (Irr Heart) |05/04      |John| 12.4      |  200.00|Prov         | 150.00|ToProv|Self 06/01/91|
28|                        |             |   |            |         |             |         |      |             |
29|                        |             |   |            |         |             |         |      |             |
30|                        |             |   |            |         |             |         |      |             |
31|                        |             |   |            |         |             |         |      |             |
32|                        |             |   |            |         |             |         |      |             |
33|----------------------------------------------------------------------------------------------------------------
34|                        |             |   | 105.2  1.75|  1426.00|            | 660.83|      |             |
```

ter and copy the vertical line down 32 cells. Then copy the column containing the line to the clipboard.

Building the Template

The basic template consists of 14 columns for data, three columns for formulas, and one column for remarks. We will create the bottom of the template first. Then we will modify rows 4-14 which give the template much of its power. *[Ed: A working template appears on this month's issue of NAUG on Disk; $10, postpaid, directly from NAUG.]*

The Layout

1. Start by creating a new spreadsheet called INSUR.TRACK. Save the template frequently as you work.

2. Use the Apple-V command to set the calculations to "Manual" and the Value Format to "Fixed" with two decimal places.

3. As you can see from *Figure 1*, several narrow columns contain only vertical lines. Follow these steps to create those lines:

   A. Copy the vertical line from the clipboard to columns B, D, F, I, K, M, O, Q, S, U, W, Y, AA, AC, AE, AG, and AI.

   B. Use an Apple-L command to make these columns one character wide.

4. Use an Apple-L command to set the column widths as follows (remember that all columns default to nine characters wide):

   A. Narrow columns G, H, P, V, and AB to six characters.

   B. Widen columns J, N, T, X, AD, and AH to 10 characters.

   C. Widen columns C, L, and R to 13 characters.

Sec Ins Paid	Date Dpst	Paid by Self	Check Number	Date Paid	Total Amt Paid Prov	Balance Owed Prov	Inc Tax Expense	Remarks
12.90	Feb 07						-51.60	
10.00	Feb 22						-40.00	Actual insurance payments $60.00 and $20.00
							-15.49	
		"Other" Income on 1991 Income Tax Return -->					107.09	
10.00	Feb 22	45.00	1497	Feb 01	45.00		5.00	Apportioned pymt. See svc date 12/30 above
W/I Deduc	N/A	65.00	Cash	Jan 11	65.00		65.00	
W/I Deduc	N/A	82.00	1530	Jan 17	82.00		29.42	
45.00	Mar 26	180.00	1551	Feb 01	180.00			
32.75	Mar 20	132.75	1597	Mar 07	231.00		100.00	
		90.00	SeeRmrks		90.00		90.00	$50.00, 02/08; $40.00, 03/07
20.00	Apr 17	22.00			82.00		2.00	
						120.00		
25.00	May 23	103.00	1638	Apr 10	103.00		3.00	
20.00	Jun 22	90.00	1653	Apr 23	150.00	-60.00	70.00	
		138.00	Visa	May 01	138.00		138.00	
50.00	Jun 18				150.00	50.00	-50.00	
202.75					1316.00	110.00	452.42	

D. Narrow column Z to eight characters.

E. Widen column A to 27 characters.

F. Make column E wide enough to accommodate the longest first name in your family.

G. Widen column AJ to 30 characters.

5. Enter the heading into rows 1-3 by typing the labels and hyphens that are in the first 3 rows of *Figure 1*. (Remember to type a quotation mark before entering a hyphen.)

6. Put the cursor in cell A1, issue an Apple-L command, and format the first two rows so AppleWorks centers all labels.

7. Enter one blank space in cell Z4. (You will need to use the quote key before pressing the Space Bar and the Return Key.) That defines the cell as a "label". Use Apple-C to copy the blank space down column Z through cell Z32.

The Formulas

8. AppleWorks 3.0 users should go to cell AD4 and type the formula `@IF(P4="ToProv",N4+X4,X4)`. Use Apple-C to copy the formula down column AD through cell AD32. Make all cell references "Relative".

This formula computes the total payments made to the provider by the primary insurer and the family.

AppleWorks 1.x or 2.x users should type the formula `@IF(P4=1,N4+X4,X4)` in cell AD4. When using the template, they should enter a "1" in column P to indicate that the primary insurer paid the provider.

9. Enter the formula `@IF(J4-AD4=Ø,"",J4-AD4)` into cell AF4. (AppleWorks 1.x and 2.x users should enter the formula `+J4-AD4`.) Use Apple-C to copy

the formula down column AF through cell AF32; make all references "Relative".

These cells compute the difference between the total amount billed and paid.

Sometimes an insurer will send money to the provider even when the claim shows that the family paid the bill. When this happens, a negative amount will appear in column AF.

10. Go to cell AH4 and type the formula `@IF(AD4-(N4+T4)<>Ø,AD4-(N4+T4),"")`. (AppleWorks 1.x and 2.x users should enter the formula `@IF(AD4-(N4+T4)<>Ø,AD4-(N4+T4),Ø)`.) Use Apple-C to copy the formula down column AH through cell AH32. Make all cell references "Relative".

This column shows the unreimbursed medical expenses paid by the family. You will use this data to determine the family's medical income tax deduction.

Tracking Last Year's Transactions

Much of the power of this template lies in its ability to track last year's tax deductions that were reimbursed in the current year. This year you must treat these reimbursements as income for tax purposes.

Now you will develop the segment of the template that tracks these expenses.

Follow these steps:

11. Use an Apple-C command to copy the line of hyphens in row 3 to the clipboard. Then copy the line from the clipboard into rows 14 and 33.

12. Use an Apple-B command to blank the cells in row 12 and the block of cells in X11 through AF11.

13. Put the cursor in cell A10, enter a quotation mark, and use the hyphen key to draw a line across the cell. Then copy cell A10 into cells B10-L10.

14. Use the hyphen key to type a line in cells N12-AJ12.

15. Type the label "REPAYMENT OF 1991 DEDUCTIONS" in cells A4-B4.

16. Type the label "PAYMENTS FOR MEDICAL SERVICES RECEIVED IN 1991" in cells A11-E11.

17. Type the label "'Other' Income on 1992 Income Tax Return -->" in cells X11-AF11. (Press the quotation key twice to enter a quotation mark at the beginning of this label.)

18. Type the label "PAYMENTS FOR MEDICAL SERVICES RECEIVED IN 1992" in cells A15-E15.

19. Type the label "Balance--->" in cells G13-H13. J13 will contain the unpaid balance for services performed in 1991.

20. Issue an Apple-L command and format all values in the block of cells between G6 and G34 as Fixed with one decimal place.

21. Go to cell AH11 and enter the formula `@ABS(@SUM(AH5...AH1Ø))`.

Calculating the Totals

Now you will enter the formulas that compute the totals at the bottom of the template. Follow these steps:

22. Enter the formula `@SUM(G16...G33)` in cell G34.

23. Copy the formula in cell G34 into cell H34. Make all references "Relative".

24. Enter the formula `@SUM(J13...J33)` into cell J34.

25. Copy the formula in cell J34 to the clipboard as a "block" and copy it from the clipboard as "Formulas and Values" to the end of columns N, T, AD, AF, and AH. Note that AppleWorks automatically makes all cell references "Relative" when it copies from the clipboard.

Your template should now look like the example in *Figure 1* without the sample data.

Protect Your Work

Now you will protect your work so you do not accidentally over-write the formulas or labels. *[Ed. See the article entitled "How to Change the Apple-Works Spreadsheet Defaults" in the September 1990 issue of the AppleWorks Forum for step-by-step directions that describe how to use Apple-Works' Protection Command.]* Follow these steps:

26. Put the cursor in cell A1, issue an Apple-L command, select "Block", and use the Apple-9 and Apple-. (Apple-period) keys to highlight the entire spreadsheet. Then protect the entire spreadsheet so nothing can be entered anywhere.

27. Use the Apple-L command to allow "Anything" in cells G17-G32, N6-N9, N13, N17-N32, T6-T9, T13, T17-T32, Z13, Z17-Z32, AJ6-AJ9, AJ13, and AJ17-AJ32.

28. Use the Apple-L command to allow "Labels Only" in cells A6-A9, A13, A17-A32, C6-C9, C13, C17-C32, E6-E9, E13, E17-E32, L6-L9, L13, L17-L32, P6-P9, P13, P17-P32, R6-R9, R13, R17-R32, V6-V9, V13, V17-V32, AB13, and AB17-AB32.

29. Use the Apple-L command to allow "Values Only" in cells H17-H32, J13, J17-J32, X13, and X17-X32. (AppleWorks 1.x and 2.x users should set protection to allow "Values Only" in cells P6-P9, P13, and P17-P32.)

30. Use the Apple-L command to center all labels entered into cells Z6-Z9, Z13, and Z17-Z32.

31. Save the template to disk and lock it if you wish. *[Ed: See the article entitled "How to Lock Your Templates" in the May 1990 issue of the AppleWorks Forum for step-by-step directions that describe how to lock your templates.]*

Using the Template

I suggest that you start using the template immediately; your end-of-year medical services are more likely to impact two tax years and are thus more complex than other transactions.

Start by renaming the template INSUR.92 so you keep your health insurance transactions for each tax year in a separate file.

The most convenient way to use the template is to enter the transactions in chronological order when you receive a medical service. Then columns A-J can serve as a "diary" of medical events and expenses. Columns L-V track the progress of insurance claims. Columns X-AH help you track the financial data and tax implications. Use the sample data in *Figure 1* to help you record your medical transactions.

Remember that recalculation is set to "Manual"; you must issue an Apple-K before you can trust the results on the screen. Also remember that you must enter a quotation mark before you enter a date expressed as a number (e.g., "12/10" that represents December 10th in cell C6).

Your circumstances might dictate expanding any of the three main sections of this template. You can use the Apple-C command to insert copies of row 9 between rows 9 and 10, copies of row 13 between rows 13 and 14, and copies of row 32 between rows 32 and 33.

With two exceptions, this template makes reviewing and tracking your medical expenses straightforward. The exceptions:

A. A negative number in column AF indicates that the provider of medical care has been paid by both an insurer and the family. That provider owes you a refund or credit.

B. A negative number in column AH indicates that you received payments from the insurers which you have not yet paid to the provider.

Conclusion

Although some accounting spreadsheets and packages can handle medical records, this month's template provides at-a-glance details of all medical insurance transactions.

The template assures that you are not losing money rightfully owed you, and will help you explain your position to insurance company functionaries and Federal tax auditors.

[Stan Hecker is on the administrative staff at Michigan State University, East Lansing, Michigan, and is a partner in H&H Consulting, a Michigan concern specializing in school district financial and population analyses. William Richards, a retired naval aviator, has a background in real estate and presently does volunteer tax accounting for the elderly.]

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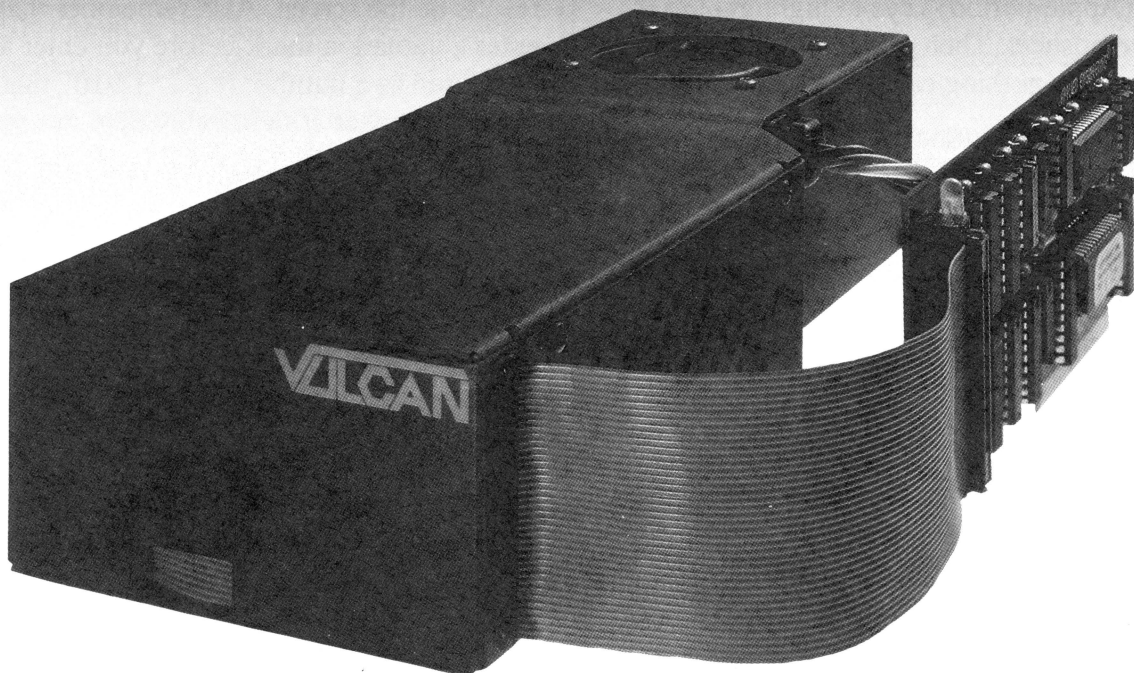
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News and Special Offers for NAUG Members

NAUG

NAUG announced that it will develop and distribute the 1991 versions of 1040Works, a set of professional AppleWorks spreadsheet templates that prepare your Federal Income Tax returns. The templates help you collect and enter data, do all the necessary computations, and print the required tax forms. 1040Works is easy to use and includes complete documentation in a clearly written 64-page manual.

The 1991 version of 1040Works will prepare 24 forms (new this year are forms 2210, 8283, and supplemental schedules for Schedules E and F). The 1991 package will also offer enhanced linkage of data between forms and will include menus that help you navigate between forms. The 1991 version will also let you print on plain white paper instead of on the green bar paper required earlier.

1040Works lists for $32.95 plus $3.50 s/h; **NAUG** members can get 1040Works for $29.95 plus $3.50 s/h. Owners of earlier versions of 1040Works can update to the 1991 templates for $22.95 plus $3.50 s/h.

NAUG also announced that it will distribute the 1040Works Tax Planner, a comprehensive new tax planning package for AppleWorks. The 1040Works Tax Planner estimates your Federal Income Tax for 1992-1994, determines whether you will be affected by the Alternative Minimum Tax, calculates your correct withholding, calculates your quarterly tax payments, and compares alternative financial strategies to legally minimize your federal tax liabilities. The 1040Works Tax Planner can help time your investment decisions to maximize your after-tax yields.

1040Works Tax Planner lists for $29.95; **NAUG** members can buy the Tax Planner for $26.95 plus $3.50 s/h. The Tax Planner costs $19.95, including shipping, if ordered with 1040Works or with a 1040Works update.

NAUG will ship 1040Works and the 1040Works Tax Planner by the end of January 1992. Owners of earlier versions will receive update information and special order forms this December. New 1040-Works buyers should wait for the order form and **NAUG** discount offer that will appear in the January 1992 issue of the *AppleWorks Forum*. *[National AppleWorks Users Group, Box 87453, Canton, Michigan 48187; (313) 454-1115.]*

ActaSoft

ActaSoft recently announced the availability of foreign language versions of the company's popular AppleWorks-based AlphaCheck Plus home and small business accounting system. Foreign language versions require customization which costs an additional $15; contact the company for further information. (According to ActaSoft, British users can customize their copy of AlphaCheck Plus by changing the name of the "$" category to "£" and the "Dollars" category to "Pounds".)

NAUG members can buy AlphaCheck Plus directly from ActaSoft for $39.95 plus $3.50 s/h. *[ActaSoft, 19700 Wells Drive, Woodland Hills, California 91364; (818) 996-6731.]*

America Online

America Online recently reorganized its AppleWorks area which is now a part of the Apple Productivity Forum. To access the **NAUG** area, use the Apple-K command to issue the keyword "APR" or "AW", select "Direct Connect", select "Direct Connect Companies A to Se" and then select "National AppleWorks Users Group".

The **NAUG** area now contains more than 120 Public Domain files available for downloading. Joe Connelly ("**NAUG** JoeC" on America Online), who coordinates the **NAUG** area, uploads new files in response to member requests.

AppleWorks News...

NAUG members use the NAUG area to post AppleWorks questions and answers and share ideas. Until November 30, America Online offers one free hour of America Online service to every NAUG member who makes two or more posts that refer to articles in this issue of the *AppleWorks Forum*. Our thanks to Marty Knight (AFL Marty) for arranging this special America Online offer for our members.

Apple Computer

Apple Computer announced that it will soon release a series of new Apple II products including GS/OS 6.0, a SuperDrive for enhanced Apple IIe and IIGS computers, a new version of HyperCard IIGS, and a second edition of the Apple II Guide.

GS/OS 6.0 will be easier to install than earlier versions of GS/OS, will include an improved Finder, and will give Apple IIGS developers more control over multimedia devices such as laser disks and CD-ROMs. Version 6.0 will also include new Control Panels, CDAs (Classic Desk Accessories), and NDAs (New Desk Accessories).

GS/OS 6.0 represents a significant upgrade of the Apple IIGS operating system, and NAUG will publish a more complete description of this product when it is ready for release by Apple. NAUG members will be able to get the new version of GS/OS from NAUG's Public Domain Library; we will announce price and availability in a future issue of the *AppleWorks Forum*.

Apple's new SuperDrive will let Apple II users store up to 1.44 megabytes of data on a high density disk. These drives will also let users read and write Macintosh and MS-DOS disks.

The new version of HyperCard IIGS will be faster and support more HyperTalk commands than the current version of the program. The new Hyper-Card will also offer a Media Control Stack that gives users enhanced control over multimedia peripheral devices.

Apple did not announce release dates for these new products, but we expect the new version of GS/OS to be available during the first quarter of 1992. The other products should be available before the end of the current school year. Look for additional information about these products in future issues of the *AppleWorks Forum*. *[Apple Computer, 20525 Mariani Avenue, Cupertino, California 95014; (408) 996-1010.]*

Claris Corporation

Claris Corporation's Technical Support group recently established a Fax Answerline that can fax Claris technical notes to your fax machine. You call the Answerline and order a fax copy of the catalog. Then you call and order up to five technical notes.

The Answerline can transmit answers to the 42 most frequently asked questions about AppleWorks and AppleWorks GS. *[Ed: These notes are among the 200+ technical notes on the Claris Technical Notes Disk that Claris released to NAUG. See the Public Domain Update article elsewhere in this issue for information about this disk.]*

To use the Claris Fax Answerline, call (800) 800-8954 with a touch tone phone.

Claris also offers a Voice Answerline which uses the technical notes to provide recorded answers to common questions. To use this service, call (800) 735-7393 with a touch tone phone. *[Claris Corporation, 5201 Patrick Henry Drive, Box 58168, Santa Clara, California 95052; (408) 987-8227.]*

Computer Literacy Press

Computer Literacy Press (CLP) publishes Luehrmann and Peckham's *Hands-On AppleWorks*, which CLP reports is the most popular instructional package for AppleWorks classes.

NAUG members can now get a 30-day free examination copy of *Hands-On AppleWorks 3*. This includes a new edition of the Luehrmann and Peckham workbook and a teacher's manual that covers AppleWorks 3.0.

The student textbook costs $21.95 (hardcover: $26.95), blackline masters for quiz sheets and overhead transparencies cost $32.95, and a large wall chart of AppleWorks 3.0 commands costs $14.95. A copyable template disk (list price: $14.95) and a teacher's guide (list price: $14.95) are free with each 25 books you order. *[Computer Literacy Press, 5750H Obata Way, Box 22383, Gilroy, California 95021-2383; (800) 225-5413. Fax: (408) 848-1483.]*

AppleWorks News...

Diskovery Educational Systems

NAUG members who are educators should order the catalog just released by Diskovery Educational Systems. (Diskovery, which specializes in selling Apple II, Macintosh, and MS-DOS software to the educational community, encourages software developers to release products to educators at special prices.)

Diskovery's discounts vary widely depending on the product and platform, with large discounts available for some expensive Macintosh and MS-DOS products. *[Diskovery Educational Systems, 1860 Old Okeechobee Road, Suite 105, West Palm Beach, Florida 33409; (800) 331-5489, (407) 683-8410.]*

GSTape Backup System

GSTape is an Apple IIGS tape backup program that runs under GS/OS and backs up hard disk drives onto most popular SCSI tape backup systems. GSTape lets you select file by file operation, incremental or complete backups, multiple volumes per backup, multiple backups per tape, and multiple tapes per backup. GSTape requires a Rev. C or later Apple SCSI card and supports most popular SCSI tape systems.

GSTape normally costs $35. Until January 30, 1992, **NAUG** members can get GSTape and complete documentation directly from the developer for $25. Send a check or money order and your **NAUG** membership number with your order. (The developer does not accept credit cards or COD orders.) *[Tim Grams, Box 462283, Garland, Texas 75046; (214) 495-7675.]*

JEM Software

By the time you read this, JEM Software will be shipping version 2.0 of Double Data, Dan Verkade's AppleWorks enhancement that lets you include up to 60 categories in any AppleWorks data base.

Double Data 2.0 seamlessly integrates all 60 categories into a single record. This lets you scroll through all the categories in multiple record or single record layout and print all the categories in a tables format or labels format report.

Double Data 2.0 includes a utility program that lets you print all 60 categories in a single column (AppleWorks' labels format report limits you to a maximum of 15 lines) and a utility that lets you lock a report format so users can print the report but not change its format.

Double Data 2.0 lists for $40. Until January 1, 1992, **NAUG** members can buy Double Data directly from JEM for $35 plus $3 s/h. Include your **NAUG** membership number with your order. Upgrades from earlier versions of Double Data cost $10 plus $3 s/h; include your original Double Data disk or proof of purchase with your upgrade order. JEM Software accepts Visa and MasterCard. *[JEM Software, 7578 Lamar Court, Arvada, Colorado 80003. Orders only: (303) 422-4856.]*

Marin MacroWorks

Marin MacroWorks announced the release of Ultra-AWesome Macros II, 200K of useful macro-powered utilities by Will Nelken. The UltraAWesome II disk includes Auto-Hyphen (hyphenates AppleWorks word processor documents), QuickMath (an onscreen calculator), Order Manager (prepares invoices and mailing labels), Converter (converts numbers between the hexadecimal and decimal number systems), Answer Sheet Maker (creates blank answer sheets), Word and Letter Counter (counts the number of one-letter, two-letter, three-letter, and larger words in a document), Font Commander (a companion to PickFonts for SuperFonts users), Calendar Max (adds four functions to the TimeOut Calendar), SS Word Wrap (adds word wrap to the spreadsheet) and more than a dozen other useful macros.

UltraAWesome Macros II normally costs $19.95. Until December 25, **NAUG** members can get UltraAWesome Macros II directly from the publisher for $17.50 plus $2.50 s/h or UltraAWesome Macros I and II for $32.00 plus $3.00 s/h. (See the November 1990 issue of the *AppleWorks Forum* for a complete description of the UltraAWesome I disk.) Include your **NAUG** membership number and indicate whether you want 3.5 or 5.25-inch disk copies of the program when you order. *[Marin MacroWorks, 1675 Grand Avenue, San Rafael, California 94901.]*

Stone Edge Technologies

DB Master Professional is a powerful, full-featured, relational data base management program

AppleWorks News...

that brings most of the capabilities of stand-alone MS-DOS data base programs to the Apple II. DB Master Professional offers password file protection, data validation, calculated fields, lookup fields, import and export files, and complete reporting capabilities. The program is far more powerful but more difficult to learn than the Apple-Works data base module. We recommend DB Master for members whose data base needs exceed the capabilities of AppleWorks.

DB Master Professional originally cost $295. However, Stone Edge Technologies is selling their remaining stock of the program for $100 (plus $5 s/h) including both 5.25-inch and 3.5-inch disks and a well-written 600+ page manual and reference guide. *[Stone Edge Technologies, Box 3200, Maple Glen, Pennsylvania 19002; (215) 641-1825.]*

TimeOut-Central

TimeOut-Central is 3.5-inch disk magazine filled with macros, tips, columns, and programs for AppleWorks 3.0 and TimeOut users. Randy Brandt, the editor of TimeOut-Central, is respected in the AppleWorks community as one the developers of AppleWorks 3.0, as the author of TimeOut UltraMacros, Outliner, and many other Apple-Works enhancements, and as the owner of JEM Software, one of the major developers of Apple-Works enhancements.

Through December 31, **NAUG** members who order a one-year TimeOut-Central subscription will receive the May and July issues of TimeOut Central free. The May disk includes Mr. Brandt's "Macros-ToMenus", a TimeOut application that converts a macro set into a TimeOut application you can launch by pressing <oa-Escape>. The July disk includes "MouseText" (a TimeOut application that lets you type mousetext characters directly into the Word Processor), and an OA-H init (which lets you "print" the screen to the printer, to the clipboard as printable text, or to the clipboard with mousetext).

A 6-issue (one year) subscription to TimeOut-Central costs $42. Ask for the "**NAUG** Offer" and include your **NAUG** membership number to get the free disks with your order. *[Resource-Central, Box 11250, Overland Park, Kansas 66207; (913) 469-6502. Fax: (913) 469-6507.]*

Three Commands That Can Improve Your Labels

by Ann Bennett

AppleWorks' ability to print labels format reports adds important flexibility to the data base module. You can use the labels format report to print labels or fill in forms. You can even use labels format reports to print checks if you do your bookkeeping with the AppleWorks data base module.

This article describes three commands that add power to the labels format report. These commands work when you are defining the format for a label on the screen. I will use the sample label formats in *Figure 1* for all the examples.

Apple-J

The Apple-J command tells AppleWorks to "left justify" the current category. You "left justify" a category by getting a labels report format on the screen, putting the cursor on the first letter of the category name, and issuing an Apple-J command. AppleWorks puts a "<" mark in front of the category name to indicate that this category is justified.

Figure 1B displays a label format with the Last Name, State, and Zip categories justified.

When you print this label, AppleWorks will print the first name, leave one blank space, then print the last name. If the person has a short first name, AppleWorks will move the last name to the left. If the person has a long first name, AppleWorks will move the last name to the right.

Similarly, AppleWorks will adjust the placement of the state and Zip Code information. The last line will print with the name of the city, one blank space, the state, another blank space, and then the Zip Code. The program will adjust the location of the state and Zip Code information so it accommodates different length city and state names.

Note the following suggestions when using the Apple-J command:

1. Do not use Apple-J to justify the first category on a line.

2. Do not type the "< " symbol. When you issue the Apple-J command, AppleWorks inserts that symbol on the screen to remind you that the category is left justified.

3. To cancel left justification, put the cursor on the "<" symbol in front of the category name and issue another Apple-J.

4. You must issue an Apple-J command for each category you want to left justify. You do not generally want to justify all categories in the label.

5. If you delete the first category on a line, AppleWorks removes the Justify Command from all remaining categories on the line. Re-insert those commands as necessary.

Apple-V

There are times when you want to print one or more category names in addition to the data itself. For example, if you print labels for a drug store, you might want the words "Expiration Date" to appear on every label.

To print the category name, get the labels format report on the screen, put the cursor on the first letter of the category name, and issue an Apple-V command. AppleWorks will display a colon and some sample data after the category name to indicate that the category was Apple-V'd. *Figure 1C* shows the sample label that appears on the screen after you Apple-V the City category.

Some general guidelines for the Apple-V command:

Data Base Tip...

Figure 1: Report Format Techniques and Samples

	Label Format Report	Output

A Basic labels format report
(Apple-L)
	```First Name Last Name```
	```Address1```
	```Address2```
	```City State Zip```
		```Henry James```
		```123 Main Street```
		```Apt 12```
		```Traverse CiMI 99999```

B Print data left-justified
(Apple-J)
	```First Name <Last Name```
	```Address1```
	```Address2```
	```City <State <Zip```
		```Henry James```
		```123 Main Street```
		```Apt 12```
		```Traverse City MI 99999```

C Display category name
with data
(Apple-V)
	```First Name <Last Name```
	```Address1```
	```Address2```
	```City: Traverse City <State <Zip```
		```Henry James```
		```123 Main Street```
		```Apt 12```
		```City: Traverse City MI 99999```

D Display heading in label
next to data
(Apple-V, Apple-N)
	```To the parents of: Henry <Last Name```
	```Address1```
	```Address2```
	```City <State <Zip```
		```To the parents of: Henry James```
		```123 Main Street```
		```Apt 12```
		```Traverse City MI 99999```

E Print standard text not
related to data
(Apple-V, Apple-N)
	```First Name <Last Name```
	```Address1```
	```Address2```
	```City <State <Zip```
	               ```DO NOT BEND:```
		```Henry James```
		```123 Main Street```
		```Apt 12```
		```Traverse City MI 99999```
		            ```DO NOT BEND:```

1. Do not type a colon on the label format; enter an Apple-V and AppleWorks will insert the colon. That colon will also appear after the category name on the printed label.

2. An Apple-V'd category takes more room to print because AppleWorks prints both the category name and the data. Make certain you either left justify all remaining categories on the same line or leave enough room to print both the data and the category name.

3. You cancel the Apple-V command by putting the cursor on the first letter of the category name and issuing another Apple-V command.

4. You must issue an Apple-V command for each category name you want to print. There is no command that automatically prints all category names.

Ideas For Using Apple-V

You can use the Apple-V command to print text anywhere on a label. For example, imagine you have a data base file of children in a school. You want to print labels to the parents of the children, not to the children themselves. That is, you want every label to start with "To the parents of: ".

The trick is to use the Apple-N command to temporarily change the name of the First Name category to "To the parents of ". That gives you a category called "To the parents of ", but the category actually contains the first name of each child in the school.

Then go to the labels format report and issue an Apple-V for that category. The labels format will look like the example in *Figure 1D*. Now the words "To the parents of " will print before each child's first name when you print the labels. (Note the word "Henry" after the category name in *Figure 1D*. AppleWorks automatically displays data from the first record when you use the Apple-V command to display a category name.)

You can also use this technique to print text anywhere on the label. For example, imagine that you want the text "DO NOT BEND" to appear in the

lower right hand corner of every label. Either create a new category or rename an existing category. Call the new category "DO NOT BEND". Make certain there is no data in this category.

Develop a label format report and put the DO NOT BEND category in the lower right-hand corner, as in *Figure 1E*.

Put the cursor on the first letter in the category name and issue an Apple-V command. A colon will appear at the end of the category name. When you print the report, "DO NOT BEND:" will print on each label.

There is no easy way to eliminate the colon after the label. If it bothers you, consider making the colon part of a design; name the category ":::DO NOT BEND::" instead of "DO NOT BEND". By specifying a category name with three colons at the beginning and two colons at the end, AppleWorks will print a symmetrical pattern with three colons before and three colons after the category name.

Apple-Z

The Apple-Z command lets you view a sample label on the screen. Issue an Apple-Z anytime you are developing a labels format report and Apple-Works will replace the category names with sample data from a label. You can look at the label and determine if it follows the format you desire. If not, issue another Apple-Z command to return to the category names and move the categories around again. The Apple-Z command then lets you look at your new work. Unlike the Apple-J and Apple-V commands, the Apple-Z command does not change your printed output; it is a "toggle" that lets you see your work prior to printing the labels.

Conclusion

The Apple-J, Apple-V, and Apple-Z commands add power to AppleWorks' labels format report. They're simple, useful tools that help you produce more attractive labels.

[Ann Bennett teaches AppleWorks and desktop publishing at Winter Park Adult Vocational School in Winter Park, Florida.]

New Disks in the NAUG Library

Change-A-File/Resurrection

Dr. Harold Portnoy continues to enhance Change-A-File and Resurrection, two valuable utility programs for AppleWorks. Change-A-File recovers damaged files and makes AppleWorks 3.0 files compatible with earlier versions of AppleWorks. Resurrection recovers files on disks with damaged directories. Complete descriptions of Change-A-File and Resurrection appear on page 32 of the September 1990 issue of the *AppleWorks Forum*.

NAUG updates its master Change-A-File/Resurrection Disk each time Dr. Portnoy releases a new version. At press time, the group was shipping Change-A-File 4.06 and Resurrection 2.6. Change-A-File 4.06 includes numerous enhancements over earlier versions of the program. For example, version 4.06 adds an enhanced user interface that lets you "page" through a file that you view.

Change-A-File/Resurrection is shareware; after receiving the program you send the author $8 for the password necessary to use all the functions on the disk. Dr. Portnoy requests only one shareware fee per user; if you own an earlier version of Change-A-File/Resurrection, you can order the current disk from **NAUG** and use the earlier password with the new disk.

Claris Tech Notes

The Claris Tech Notes Disk is a collection of more than 200 AppleWorks word processor files containing notes about AppleWorks and AppleWorks GS. These files, which were developed by the Technical Support staff at Claris Corporation, represent an exceptional collection of ideas, suggestions, and work-arounds to help you get more from AppleWorks. **NAUG** converted these files into AppleWorks word processor documents from their original text (ASCII) format.

Our thanks to Claris for releasing this information to **NAUG**. These disks represent a significant contribution to the AppleWorks literature.

Claris Tech Notes comes on one 3.5-inch disk ($6) or two 5.25-inch disks ($8), plus $2 s/h per order.

Just Add Water

Just Add Water is a collection of templates and files that can help you form and manage a computer user group or club. The disk includes a sample membership application, articles of incorporation, a list of suggested meeting topics, a user group budget template, bylaws, a data base template to keep track of the disks in the group's public domain library, and clipart of Apple II computers and accessories stored in APF format.

We recommend this disk for user group leaders and organizers of computer clubs and computer camps.

Our thanks to the User Group Connection at Apple Computer for compiling this excellent resource disk and sharing this work with **NAUG**.

Mind Teasers

The **NAUG** Public Domain Library now includes a revised version of Mind Teasers, Richard Reid's popular disk filled with brain teasers, puzzles, and questions. You can use these files to test your mental agility or to enliven quizzes you give to others. Our thanks to Mitchell Bernstein for updating this disk for **NAUG**.

Petty Payroll Templates

Small business owners should consider the Petty Payroll Templates, a collection of AppleWorks spreadsheet templates developed by Gary Gibson of Carlisle, Pennsylvania. These templates support monthly, twice-monthly, or weekly pay periods, accommodate up to three different pay rates per employee, do all tax accounting, and support all standard deductions (including IRAs, 401ks, Credit Union, insurance, union dues, and savings bonds) and two user-defined deductions. Complete documentation appears in a word processor file on the disk.

Public Domain Update...

The templates include the formulas necessary to calculate the Pennsylvania State Income Tax and a local 1% income tax. You can customize the templates for your own needs or have the template developer do the customization for $25.

The templates require AppleWorks 2.0 or later and require at least a 56K AppleWorks desktop.

The Petty Payroll Templates are shareware. You send the author $10 if you use the templates on this disk.

TimeOut Pseudodisk

The **NAUG** Public Domain Library now contains TimeOut Pseudodisk, which significantly reduces the need for disk swapping when you boot Time-Out-enhanced 5.25-inch disk copies of Apple-Works.

TimeOut Pseudodisk contains short directory segments from each TimeOut module. You modify the disk so it reflects the TimeOut modules you own and leave the modified disk in Drive 2 when you launch AppleWorks. That eliminates the need to swap TimeOut disks during the bootup process. Complete directions appear in a word processor file on the disk.

We recommend this disk for all users of 5.25-inch disk systems who own more TimeOut modules than can fit on one side of a 5.25-inch disk.

Our thanks to Klokhuis, the Apple Users Group of The Netherlands, and particularly to Dennis de Leeuw, coordinator of Klokhuis' AppleWorks SIG, for developing and contributing this disk to the **NAUG** library.

How to Get Disks

Unless otherwise noted, all disks are available in both 5.25-inch ($4) and 3.5-inch ($6) format, plus $2 s/h *per order*. Order from Public Domain Library, **NAUG**, Box 87453, Canton, Michigan 48187; (313) 454-1115. **NAUG** accepts Visa and MasterCard. All **NAUG** disks are also available for downloading from **NAUG**'s electronic bulletin board, the Electronic Forum, and from the **NAUG** areas on CompuServe, America Online, and GEnie.

Help with Beagle Bros Enhancements

How to Use this List

To the left of each volunteer's name are numbers indicating the utilities the consultant supports. Volunteers are listed alphabetically by state.

1 = DeskTools	9 = ReportWriter
2 = DeskTools II	10 = SideSpread
3 = FileMaster	11 = SpreadTools
4 = Graph	12 = SuperFonts
5 = GS Font Editor	13 = TeleComm
6 = Point to Point	14 = Thesaurus
7 = PowerPack	15 = UltraMacros
8 = QuickSpell	

Arizona

		City	Home	Work
1-4,7-15	Clay Evitts	Tucson	602-885-9789	602-296-5491
4,8,10,12	Bill Holmes	Chandler	602-899-4841	602-786-7170

California

		City	Home	Work
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1,6,8,15	Dan Balsley	San Ramon	415-829-5085	
8,12,14,15	Brian Blue	Danville	415-838-0997	415-954-6002
1-4,7-15	James Davis	Hayward	415-489-7024	
3,12,15	Don Farrar	Pleasant Hill	415-932-5509	
1-4,6-15	David Gair	Los Angeles	213-469-9916	213-469-9916
8	Jim Gentilucci	Los Osos	805-528-5049	
1-15	Terry Higgins	Newark	415-745-7884	415-593-2500
1-3,10	Lucien LaCour	Woodland Hills	818-348-7787	
1-4,8,10-12,14,15	Berenice Maltby	Corona del Mar	714-640-7369	
1-3,5,7,8,10-12,14,15	Will Nelken	San Rafael	415-459-0845	415-456-1795
1-3	Jesus Orosco	Milpitas	408-270-1011	408-945-4344

Colorado

		City	Home	Work
8,11,15	Lyle Graff	Littleton	303-794-5970	303-977-4557
4,8,10,14	Geoff Hollingsworth	Morrison	303-697-9277	
8	John Lefebvre	Thornton	303-451-5558	303-457-2852
8,12,14,15	John Loren	Littleton	303-978-0603	
1-5,7-10,12,14,15	Stephen Reiss	Aspen	303-923-6172	303-923-6172
15	Dr. Larry Thaete	Boulder	708-662-2328	708-473-2200

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4,10,12	Judson L. Day	Groton	203-445-6600	203-445-6600
3,4,7,8,10-12,14,15	William Delaney	Enfield	203-745-4048	203-749-8391
12	Martin Knight	Middletown	203-346-9698	203-347-8594
1-4,6,7,10,15	Newton Shaffer	Gales Ferry	203-464-9716	

Delaware

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1-4,7-8,10-12,14-15	Bruce Pfeffer	Tallahassee	904-386-2685	
1-15	Jeff Strichard	Ft. Lauderdale	305-587-9590	
1-4,7,8,10-12,14,15	Mike Ungerman	Oviedo	407-366-0060	407-366-0156

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1-4,7,10-12,15	Douglas Gum	Mohomet	217-586-2904	
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8	Laura J. Kelley	Gwynneville	317-763-7290	

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Maryland

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1-3,7-10,12-15	Ben Maser	Owings Mills	301-252-7884	301-887-0717
1-4,7-12,14,15	Anthony R. Mattern	North East	301-658-4799	301-658-5535
1-12,14,15	Leon Raesly	College Park		301-220-3113
1-15	Ray L. Settle	Arnold	301-647-9192	301-887-0106
1-4,7,9,10,12-15	Woodrow Webster	Fallston	301-879-7034	301-887-0171

Massachusetts

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6,8,14	Chuck Scheffreen	Marblehead	617-631-2787	617-728-7553
15	Ed Stutsman	Shutesbury	413-259-1217	

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1,3,4,7-11,15	Michael McMinn	Swartz Creek	313-655-4442	313-232-6541
1,8,10,12,14,15	Pete Ross	Wayne	313-728-8269	
8,14	Deborah Williams	Grosse Ile	313-671-0267	313-675-1550

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3,4,15	Dick Kenfield	Hopkins	612-938-4382	
8,10,12,14-15	Sandra Redding	Marshall	507-532-2959	
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Beagle Bros...

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14	Richard Millus	Medford	503-772-9787	

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1,4,8,10,11,15	Bud Simrin	Fort Worth	817-246-0859	
1-3,8,10,12,14	Rev. Jerry Venable	Liberty	409-336-3178	409-336-6958

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1-3,7,8,12,14,15	Terry Price	Schomberg	416-939-8104	

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4,7,15	Andrew C. Letchford	Plymouth	0752766435	44752766435
6	John Richey	Surrey	252 723993	71 409 0092

Israel

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New Zealand

		City	Home	Work
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Saudi Arabia

		City	Home	Work
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6	James E. Hanushek	Dhahran, 31311	3-878-4075	3-877-1533

Switzerland

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Venezuela

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New Key Words: TimeOut-Central; Stone Edge Technologies; GSTape; Diskovery Educational Systems; Claris Tech Notes; Just Add Water; Mind Teasers; Petty Payroll Templates; TimeOut Pseudodisk

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